



**CITY OF WESTMINSTER**  
 PLANNING DIVISION  
 8200 WESTMINSTER BLVD.  
 WESTMINSTER, CA 92683  
 714-548-3247  
[www.westminster-ca.gov](http://www.westminster-ca.gov)

DATE STAMP

STAFF USE ONLY

PROJECT CASE NO.

HDL PERMIT NO.

## VARIANCE APPLICATION

### PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

### REQUESTED VARIANCE(S)

1. REQUIRED DEVELOPMENT STANDARD
REQUESTED DEVIATION FROM THE REQUIRED STANDARD
2. REQUIRED DEVELOPMENT STANDARD
REQUESTED DEVIATION FROM THE REQUIRED STANDARD

### APPLICANT INFORMATION

### PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

### AUTHORIZED AGENT (if different from above)

### ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		MOBILE	E-MAIL (REQUIRED)	

### PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.

X

Property Owner Name (Print)

X

Property Owner Signature

Date



VARIANCE APPLICATION PACKET  
**SUBMITTAL CHECKLIST**

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DESCRIPTION	PAGE
<input type="checkbox"/> <b>STATEMENT OF JUSTIFICATION</b>	<b>3-4</b>
Provide reasons why the variance(s) should be granted. The reasons are your answers to the findings seen in the attached document.	
<input type="checkbox"/> <b>ARCHITECTURAL PLANS AND SITE PLAN</b>	<b>5-6</b>
Consult staff in the Planning Division to determine which of the plans listed below are required for your project. Also, see the plans and maps submittal requirements for more information.	
<input type="checkbox"/> Site plans	
<input type="checkbox"/> Floor plans	
<input type="checkbox"/> Building elevations	
<input type="checkbox"/> Roof plans	
<input type="checkbox"/> Conceptual landscape plans	
Once it is determined which plans are required, submit 10 reduced-size (11 inches by 17 inches) sets of these plans that are folded in half, and 6 full-size (24 inches by 36 inches) sets of these plans that are rolled.	
<input type="checkbox"/> <b>PUBLIC NOTIFICATION MAP</b>	<b>7-10</b>
A map, drawn to scale, showing all properties located within <u>500 feet</u> from the exterior boundaries of the subject property or properties must be prepared by a City-approved firm. A hard copy and digital copy of this map must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> <b>PUBLIC NOTIFICATION NAME AND ADDRESS MAILING LIST</b>	<b>7-10</b>
An ownership and occupant address list must be prepared by a City-approved firm. A hard copy and digital copy of the list must be submitted. See the attached document for detailed instructions.	
<input type="checkbox"/> <b>PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT</b>	<b>11</b>
This affidavit must be completed by the ownership listing firm.	
<input type="checkbox"/> <b>DIGITAL COPIES OF ALL DOCUMENTS</b>	
Submit a compact disc or flash drive, which includes digital copies of all documents and plans.	
<input type="checkbox"/> <b>VARIANCE PROCESSING FEES</b>	
Submit Variance processing fees in the amount of \$2,550.00 (this includes a \$185.00 environmental exemption fee). Each Variance requested beyond the first will cost an additional \$709.50. Checks must be made payable to the City of Westminster.	
If the requested Variance is associated with a single-family residential property that is owner occupied, submit processing fees in the amount of \$1,370.00 (this includes a \$185.00 environmental exemption fee). Each Variance requested beyond the first will cost an additional \$177.75. Checks must be made payable to the City of Westminster.	
<input type="checkbox"/> <b>ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE</b>	
If your project is exempt from the California Environmental Quality Act, submit an environmental filing fee of \$50.00, which must be in the form of a check made payable to the County of Orange. This check must be separate from city filing fees.	



## STATEMENT OF JUSTIFICATION

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A Variance may be approved by the Planning Commission, with or without conditions, only after making all of the following findings. Provide your own statement describing how the proposed project satisfies all of these findings.

1. *There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, topography) or to the intended use of the property, so that the strict application of this Title denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts;*

2. *The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;*

3. *The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;*

4. *The project is consistent with the General Plan and complies with all other applicable provisions of this Title;*

5. *Approval of the variance would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district.*



## PLANS AND MAPS REQUIREMENTS

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**SITE PLANS** must include the following information:

- A tabular legend showing the following information (if applicable):
  - Address;
  - Zoning;
  - Current use of the site and adjacent properties;
  - Building setbacks;
  - A calculation of the number of parking spaces required and provided;
  - The total area (in square feet) of the project site;
  - The area of the site to be covered by buildings and paved surfaces;
  - The total area (percentage) of existing landscaping and proposed landscaping;
  - Floor area ratio for commercial developments;
  - Total common driveway area (in square feet) for residential developments;
  - Allowable and proposed densities for residential projects;
  - The total open space areas (in square feet) for residential developments;
  - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
  - The total area (in square feet) of the project site covered by pervious surface; and
  - The total area (in square feet) of the project site covered by impervious surface.
- Accurate property lines that are fully dimensioned
- A north arrow
- Accurate scale of drawings (scale should not be smaller than 1/8" = 1')
- The building footprint clearly outlined, including any 2nd floor cantilever or overhang
- All proposed improvements and existing improvements, which will be retained
- Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
- Access and circulation of pedestrians and vehicles
- Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures
- Building setbacks to 1st and 2nd floor
- Building separation dimensions
- Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
- Existing and proposed public improvements to centerline of street and curb
- Location, name, and width (including required widening of adjacent street)
- Locations of signs
- Existing and proposed fences, walls, or gates and height and materials identified
- Existing and proposed landscaped areas
- Driveway width dimensioned
- Existing and proposed public and private easements
- Parkway
- Private street or alleys
- Existing and proposed street lights
- Open space areas both private and common
- Phasing plan (for those projects that involve phased development)

**FLOOR PLANS** must include the following information:

- Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features

- Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
- Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
- Distinguish between new walls, existing walls to remain, and existing walls to be demolished
- For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.

**□ BUILDING ELEVATIONS** must include the following information:

- A legend of materials, colors, and design features keyed to elevations
- The building length and height dimensioned and drawn to scale
- Gutters and down spouts
- Window trims and door moldings
- The exterior wall finish identified
- Details including screening materials for trash enclosures
- Details including screening materials for utilities
- Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
- Balconies and patios
- Window recessing
- Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials

**□ ROOF PLANS** must include the following information:

- Depth of eaves
- The existing and proposed roof design
- Roof pitch
- Height of parapets
- Locations of proposed and existing rooftop equipment

**□ CONCEPTUAL LANDSCAPE PLANS** must include the following information:

- Stamp of approval from the project engineer that prepared the Water Quality Management Plan
- Hydrozone designations identified
- Landscape materials and symbols identified
- Property lines, building footprints, paved areas and paving materials
- Natural and geological features
- Tree staking and planting details and soils information
- Total landscape area in square feet and as a percentage of the site area
- The location and size of proposed trees, major shrubs and groundcover
- Significant vegetation to be retained or removed (if any)
- A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
- The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
- Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
- Hardscaped areas identified



## **PUBLIC NOTIFICATION INSTRUCTIONS FOR PROJECT APPLICANTS**

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**Project applicants must follow the notification instructions below.**

- Step 1.** You are required to hire and retain one of the firms listed on the next page to provide public notification services, which must include mailing services.
- Step 2.** Give the public notification instructions and affidavit on Pages 9-11 of this application packet to the hired firm.
- Step 3.** Once the ownership/occupant listing and notification firm has prepared the map, mailing lists, and affidavit, submit these documents to the Planning Division as part of your application packet.
- Step 4.** After submitting your application packet to the Planning Division, wait for further notification mailing instructions.

OWNERSHIP LISTING AND NOTIFICATION FIRMS	
<p>Susan W. Case            917 Glenneyre St., Suite 7            Laguna Beach, CA 92651            Tel: (949) 494-6105            Fax: (949) 494-7418  <a href="mailto:orders@susancaseinc.com">orders@susancaseinc.com</a></p>	<p>Szeto, Tran + Associates            2714 Stingle Ave.            Rosemead, CA 91770            Tel: (626) 512-5050            Fax: (323) 838-0515</p>
<p>Donna Scales, Donna's Radius Maps            684 S. Gentry Lane            Anaheim, CA 92807            Wk: (714) 921-2921            Cell: (714) 458-4798            Fax: (714) 921-0990  <a href="mailto:ddradiusmaps@sbcglobal.net">ddradiusmaps@sbcglobal.net</a></p>	<p>Advanced Listing Services            P.O. Box 2593            Capistrano Beach, CA 92624            Tel: (949) 361-3921            Fax: (949) 361-3923  <a href="mailto:Denise@AdvancedListing.com">Denise@AdvancedListing.com</a></p>
<p>Radius Maps/Bonnie Perkins            7901 La Carta Circle            Buena Park, CA 90620            Tel: (888) 272-3487            Fax: (714) 739-1212</p>	<p>Notificationmaps.com / Karen Martin            668 N Coast Hwy, #401            Laguna Beach, CA 92653            Tel: (866) plancom (752-6266)  <a href="http://www.notificationmaps.com">www.notificationmaps.com</a></p>
<p>T-square Mapping Service/Darla Hammond            969 S. Raymond Ave.            Pasadena, CA 91105            Tel: (626) 403-1803            Fax: (626) 403-2972</p>	<p>Cathy McDermott            Ownership Listing Service            P.O. Box 890684            Temecula, CA 92589-0684            Tel: (951) 699-8064            Fax: (951) 699-8064</p>
<p>Foothill Project Management            117 ½ 28th Street            Newport Beach, CA 92660            Tel: (949) 673-3565            Fax: (949) 434-9228</p>	<p>Steven Harvey            Property Profilers            Tel: (714) 891-2861  <a href="http://www.propertyprofilers.net">www.propertyprofilers.net</a></p>
<p>Alcoholic Beverage Licensing Company            8530 Wilshire Blvd. #404            Beverly Hills, CA 90211-3127            Tel: (310) 854-5386</p>	<p>Dependable Business Services, Inc.            Dennis Stout            Tel: (714) 744-2845            Fax: (714) 744-5123</p>
<p>Matt Warmuzek            Mailing Pros, Inc.            5261 Business Dr.            Huntington Beach, CA 92649            Tel: (714) 892-7251  <a href="mailto:matt@mailingprosinc.com">matt@mailingprosinc.com</a></p>	<p>Ownership Listing Solutions            Coralee Newman &amp; Joshua Canter            1048 Irvine Ave, #618 Newport Beach, 92660            Tel: (949) 717-7942  <a href="mailto:josh@govsol.com">josh@govsol.com</a></p>
<p>Robert Simpson            City Radius Maps            300 East Bonita #3641            San Dimas, CA 91773            Tel: (818) 850-3382  <a href="mailto:robert@cityradiusmaps.com">robert@cityradiusmaps.com</a></p>	



## PUBLIC NOTIFICATION INSTRUCTIONS FOR NOTIFICATION FIRMS

The ownership listing and notification firm hired and retained by the project applicant must follow the public notification instructions below.

**Step 1.** Prepare the initial application submittal requirements listed below for the project applicant.

1. **Radius map**, prepared in accordance with the following:
  - a. Show all properties located within 500 feet of the exterior boundaries of the subject property or properties. For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point. The Director has the discretion, on a case-by-case basis, to require the applicant to expand the radius beyond the minimum notification area.
  - b. Drawn to scale
  - c. All properties on the radius map shall be identified by a consecutive numbering system which corresponds with the ownership/occupant labels described below.
2. **Name and mailing address list** for the following:
  - a. The *applicant, occupants, and owner(s), or their agents*, of the property being considered.
  - b. The *owners and occupants* of all property within the notification area on the map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the map, and the assessor's parcel number (APN) of each lot shall also be identified. The name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.
  - c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.
  - d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

This list shall be prepared in Microsoft Excel in the following format:

Number	APN	Name	Address	City	State	Zip Code

3. **Signed Owner/Occupant Mailing List Affidavit** (page 11) verifying that the radius map and list has been prepared in compliance with the requirements of this Section.
4. **Digital copies** of the radius map, address list, and signed affidavit on a compact disc or flash drive.

**Step 2.** Wait for the Planning Division to generate a public notice

Some time following the applicant's formal submittal of an application to the Westminster Community Development Department, the Planning Division will establish an action date. Approximately two weeks prior to this action date, the Division will generate a public notice. The notice will then be e-mailed to ownership listing and notification firm, along with affidavits to be completed by the preparer of the mailing and posting verifying completion of the tasks described below.

**Step 3.** Mail public notices

1. The ownership listing firm is then required to perform all duties necessary to mail the notice to all individuals on the aforementioned address list. This includes, but is not limited to: printing public notices, inserting notices into envelopes, placing address labels on envelopes, and placing prepaid postage on envelopes.
2. The ownership listing firm must then mail out public notices, and the Planning Division will coordinate with the firm to ensure notices are mailed within the required legal timeframe. All notices will be required to include the following return address:

(Insert Planner Name)  
Westminster Planning Division  
8200 Westminster Blvd.  
Westminster, CA 92683

3. Once mailed, a signed affidavit of mailing on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) must be submitted to the Planning Division.
4. If a decision or action is appealed, the firm will be required to mail public notices for an appeal and for any new hearing if an item is continued.

**Step 4.** Post public notices (only if the applicant determined the listing and notification firm will complete this task)

1. In addition to the mailed notice, notice(s) must also be conspicuously posted at the project site in a manner approved by the Director. The Director has the discretion to require posting of multiple notices to ensure appropriate level of visibility.
2. Unlike the mailed notice, posting of the notice may be completed by the applicant or the ownership listing firm. Both parties must coordinate to determine who will complete the required posting. The Planning Division will coordinate with the applicant or ownership listing firm to ensure notices are posted within the required legal timeframe.
3. The applicant shall submit a signed affidavit of sign posting on a form prescribed by the Director (which will be e-mailed to the ownership listing firm) and a photograph of the sign(s) on-site.
4. If a decision or action is appealed, the listing firm or applicant will be required to post notice(s) for an appeal and for any new hearing if an item is continued.



# PUBLIC NOTIFICATION MAILING LIST AFFIDAVIT

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For a project located at \_\_\_\_\_,  
I present this affidavit certifying the attached list of mailing addresses was prepared for all properties within 500 feet of the project site.

I certify this list includes mailing addresses for the following:

- a. The applicant, occupants, and owner(s), or their agents, of the property being considered.
- b. The owners *and* occupants of all property within the determined area on the radius map. These owners and occupants shall be numbered corresponding to the consecutive numbering system on the radius map, and the assessor's parcel number (APN) of each lot on the radius map shall also be identified. The last known name and address of each property owner as identified in the records of the Orange County Assessor shall be used, unless a more current source of this information is known. The address of occupants shall be determined by visual site inspection or other reasonably accurate means.
- c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.
- d. A person who has filed a written request for notice with the Director and has paid the fee established by the most current City Council Fee Resolution for the notice.

I further certify this list to be true and correct to the best of my knowledge and belief. The last known name and address of each property owner was obtained from the records of the Orange County Assessor, or other more current source of this information. The address of occupants was also determined by visual site inspection or other reasonably accurate means.

This list includes a total of \_\_\_\_\_ mailing addresses. To prepare a public notice for a mailing of this size, I must receive a notice prepared by the Planning Division at least \_\_\_\_\_ days prior to mailing.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address